



New Town  
Primary School

## School Office Manager and Personal Assistant to the Headteacher

RG5 (SCP 22-25) £14.02 per hour (£22,610 pa, actual)

37 hours per week, 8am - 4pm Monday - Friday

Term time only (paid for 43.6 weeks per year)

Required January 2022 (with some earlier handover sessions)

New Town Primary School have been on a transformational journey over the last few years and are an Ofsted Good school. Due to the relocation of the current Office Manager we are seeking an experienced School Office Manager or experienced and ambitious school administrator who would like to move into office management. Experience within a school administration team would be advantageous. Our school admin team and wider school family are very friendly and supportive. The office team are a well-established and supportive team. A January 2022 start is required with some handover sessions this term.

### Applicants must:

- Have excellent administration skills.
- Be able to evidence high level administration.
- Be experienced in managing busy demanding roles.
- Have experience of school MIS systems.
- Be able to evidence excellent oral and written communication.
- Have the ability to work positively with a variety of different stakeholders.
- Demonstrate the ability to prioritise tasks and work to deadlines.
- Have the desire to work term time only
- Be willing to administer minor first aid
- Have a commitment to high expectations from pupils and our school as a whole.

Possessing line management, managing school attendance and admissions experience is desirable.

## Pastoral Support Assistant

RG3 (SCP 5-7) £10.01 per hour

22.5 hours per week, 8.30am - 1pm Monday - Friday

Term time only

Required for October 2021 (or sooner)

Do you have the skill, experience and vision that we are looking for?

### You will demonstrate:

- A flexible and adaptable approach.
- A Level 3/4 NVQ TA qualification/LSA experience (desirable).
- Someone who is eager to learn.
- A positive attitude.

### For both these roles we can offer:

- A welcoming and caring ethos.
- Experienced and supportive team of staff and governors.
- Inspirational children.
- A chance to play a significant part in the continuing development of our school.
- Ongoing support from peers.
- A Multi-Academy Trust who are community led and are committed to developing and retaining high quality staff.
- Access to a free Staff Wellbeing Package including 24/7 online GP appointments and counselling services.

For further information and application pack or school visit requests please contact Natasha Kirby, Trust Operations Manager on 07538 539690 or by email [hradvisor@berkshireschoolstrust.org](mailto:hradvisor@berkshireschoolstrust.org)

Applications will be considered upon receipt, and interviews arranged as required.



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